

DINEDOR PARISH COUNCIL

Minutes of a meeting of the Parish Council held on 20th May 2021, at Dinedor Village Hall

Present: Cllr. S. Penny
Cllr. N. Austin
Cllr. J. Over

In attendance: Liz Kelso Clerk/RFO
1 members of the public

030/2021 Election of Chairman

Cllr. Suzanne Penny was duly elected Chair of the Parish Council for the forthcoming year and signed a declaration of acceptance of office.

031/2021 Apologies, declarations of interest and requests for dispensation

Apologies were noted from Cllr. Tim Greenow. There were no declarations of interest or requests for dispensation

032/2021 Election of Vice Chairman

Cllr. Nick Austin was duly elected Vice Chair of the Parish Council for the forthcoming year and signed a declaration of acceptance of office.

033/2021 Parish Council appointments

The following parish council appointments were agreed:

- | | |
|-------------------------------|-------------------------------|
| • Footpaths Officer | Ian Stead |
| • Village Hall Representative | Chris Waters |
| • HALC Representative | Any Councillor able to attend |
| • EZ Stakeholder Group | Any Councillor able to attend |

034/2021

Minutes

034.1 Minutes of the meeting held on 18th March 2021

The Minutes of the meeting held on 18th March, having been previously circulated, were agreed and the Chair authorised to sign on behalf of the Parish Council as a true record of proceedings at that meeting.

034.2 Minutes of the meeting held on 1st April 2021

Subject to a small amendment to Minute reference 027/2021, the Minutes of the meeting held on 1st April were agreed and the Chair authorised to sign on behalf of the Parish Council as a true record of proceedings at that meeting.

035/2021

Clerk's Report

The Clerk's verbal report was noted without any queries raised.

036/2021

Financial Matters

036.1 Payments

The following payments were authorised:

- | | | |
|---|---------|-----------|
| • E. Kelso | | |
| Office Expenses | £291.05 | |
| VAT | £10.21 | |
| Total: | | £301.26 |
| • Came & Company | | |
| Insurance Renewal (Minute ref 036.8/2021) | | £1,467.30 |

036.2 Receipts

The following receipts since the last meeting were noted:

- | | |
|-------------------------------------|-----------|
| • Precept payment (half) | £4,750.00 |
| • Communications Mast lease payment | £2,000.00 |

036.3 Balances

Account balances of £22,848.71 were noted.

036.4 Data Protection Registration

The annual registration with the Information Commissioners' Office at a cost of £40.00 was noted and confirmed.

036.5 Financial Report

The unaudited Payments and Receipts Account for the year ended 31.3.2021 was noted with no issues raised. The Clerk confirmed that the accounts and supporting documents were currently being reviewed by the internal auditor and would be considered with the Annual Governance and Accounting Return once completed.

036.6 External Audit Review

Members noted that draft accounts for the year ended 31.3.2021 indicated that the Parish Council qualified for an exemption from an external audit review for the year as the higher of gross income or expenditure is less than £25,000. Noting that an external audit review can be requested by Parish Councils who are exempt from the review but at a cost of £200.00, it was resolved not to request an external audit review for the year to 31.3.2021.

036.7 Annual Risk Review

The Annual Risk Review for the year as attached to these Minutes was adopted.

036.8 Insurance

Members noted and agreed renewal terms for the Parish Council insurances at a cost of £1,467.30 including Insurance Premium Tax.

036.9 Bank Signatories

Having previously agreed a move to Unity Bank which is currently in progress, it was agreed that all members of the parish council should be added to the list of authorised signatories and that, as previously, all payments and other instructions to the bank to be authorised by two authorised signatories.

037/2021 Policies and Procedures

The following policies were confirmed with no amendments:

- Financial Regulations
- Equal Opportunities Policy

038/2021

Code of Conduct

Members considered and agreed adoption of the Model Code of Conduct 2020 as drafted by the Local Government Association.

039/2021

Highway Matters

Members noted that despite continuous efforts to get Herefordshire Council/Balfour Beatty to accept responsibility for and to effect necessary repairs to the road drainage system in the Village, there has been no progress on this matter. It was suggested that members of the public should also write or report drainage issues on Herefordshire Council website to continue to draw attention to the problems within the Village.

040/2021

Dinedor Camp

Members noted that a report on the activities of the Camp Steering Group would be put before the Annual Parish Meeting. It was also noted that the Tree Safety Survey has now been received and is to be referred to the Steering Group in the first instance to note and make recommendations where appropriate. However, the Clerk reported that there were no matters raised by the Arborist requiring urgent attention, enabling appropriate financial provision to be made when setting the budget for the next financial year.

041/2020

Planning Matters

041.1 Applications now due for comment

- Ref: 211272
Site: Bannut Tree Barn, Dinedor Cross Road
Dev: Proposed dwelling and associated work
Obs: Members considered this application and had no objections to the proposed development
- Ref: 210479
Site: Spring Cottage, Dinedor
Dev: Amended Plans – Extend current kitchen and bathroom to create new utility room.
Building above this to create two further bedrooms and upstairs bathroom
Obs: Members reviewed the amended plans for this application and resolved that the previous no objections to the proposed development is confirmed.

041.2 Applications under permitted development rights

There were none to note

041.3 Planning Decisions by Herefordshire Council

None to note since the last meeting.

042/2021

Correspondence from Herefordshire Council Chief Executive

Correspondence from Herefordshire Council's new Chief Executive which encourages members to reflect on ways that the role of a Parish Councillor in Herefordshire can be improved was noted and members were reminded to respond as individuals. It was also agreed that a response from the Parish Council should be submitted requesting a more timely response to issues raised by the Parish Council and for a better understanding by Herefordshire Council officers about the way Parish Councils operate, in particular with regard to decision making by Parish Councils as a corporate body. The Clerk was authorised to respond accordingly.

042/2021

Use of the former telephone kiosk

This item was deferred to the next meeting.

043/2021

Reports from Councillors

Members noted a verbal report from Cllr. Penny on an informal meeting of Chairs of Parish Councils hosted by HALC and a meeting of the EZ Stakeholder Group she had attended.

044/2021

Future Meeting Dates

It was agreed that future meetings would continue to be held on the third Thursday of every other month unless indicated otherwise.

An additional meeting will be held to approve the Annual Governance and Accounting Return with a provisional date of 3rd June but subject to completion of the internal audit so to be confirmed by the Clerk in due course.

Also subject to confirmation, the next ordinary meeting of the parish council will take place on Thursday 15th July 2021 at the Village Hall, unless indicated otherwise.

There being no further business, the meeting was declared closed at 7.15pm.

Dinedor Parish Council Risk Assessment and Statement of Internal Control for year ending March 2022

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable Dinedor Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

FINANCIAL AND MANAGEMENT

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	L	Councillors receive regular monitoring reports which set out the actual expenditure and projections for the forthcoming year. The draft annual budget for the forthcoming year is presented under budget headings and presented to Members with projects identified. The budget is then used to agree and resolve for the level of precept to be requested for the forthcoming year from Herefordshire Council. The Clerk submits this to Herefordshire Council and advises the parish council when funds are received.	Existing procedure adequate.
Financial Records	Inadequate records Financial irregularities	L	The Council has Financial Regulations which set out the requirements Internal audit reviews compliance with Financial Regulations and reports to Councillors at least annually	Existing procedure adequate Review the Financial regulations annually.
Bank and banking	Banks mistakes Unavailability of cheque signatories	L H	The Council has Financial Regulations which set out banking requirements Monthly bank reconciliation undertaken and results presented to Councillors Payments currently require two out of three signatories and cheques are signed at meetings.	Existing procedure adequate Agreement to move to online banking but not yet completed

				Payments delayed if signatories are not in attendance at meetings.	
Reporting and auditing	Information communication	L		Financial information is a regular agenda item and discussed/reviewed and approved at each meeting and contained in Minutes of meetings	Existing procedures adequate.
Grants	Receipt of grant	L		Parish Council does not presently receive any regular grants. Funds received for grants for specific purposes ring fenced and identified in management accounts	Existing procedures adequate. Additional policies can be put in place if required.
Other Income	Advertising revenue from newsletters	L		The Parish Council receives a small amount from advertising in the newsletter, usually in the form of cash which is handed to the Clerk.	Existing procedure requires review. Invoice should be raised and advertiser encouraged to pay by BACS
Grants and support payable	Power to pay Authorisation of Council to pay	L		All such expenditure goes through the required Council process of approval, minuted and listed accordingly. Parish Council operates under General Power of Competence. Advice sought/provided if payment likely to be outside GPOC	Existing procedure adequate.
PAYE, Salaries and office costs	Salary paid incorrectly	L		Clerk's salary in accordance with national scales and paid monthly by standing order. Tax and national insurance calculated using HMRC Basic Tools software, submitted to HMRC and paid monthly via standing order to avoid late payment penalties when meetings not held. Annual PAYE Return required by HMRC before next year reporting can commence	Existing procedure adequate
	Fraud or incorrect claims	L		Expenses must be approved and claimed in	

				arrears and authorised by full Council.	
VAT	Reclaiming/charging	L		VAT on purchases reclaimed annually in accordance with regulations by the Clerk. Internal auditor checks and reports to the Parish Council.	Existing procedure adequate
Annual Governance and Accountability Return	Submit within time limits	L		Clerk ensures the AGAR is completed, in accordance with regulations and in line with management accounts. Draft AGAR is submitted to internal auditor as part of the internal audit function and report completed and signed before being submitted to Council within formal meeting for completion and signature. Form is then sent to External Auditor within time frame, if applicable	Existing procedures adequate.
Actions in line with legal powers	Actions Ultra Vires or subject to challenge for legality	L		Council operates with General Power of Competence and as guided by the Clerk. External legal advice sought if required	Existing procedures adequate. Support ongoing CPD training of Clerk.
Minutes/agendas/ Notices Statutory Documents	Accuracy and legality	L		Minutes and agenda are produced in the prescribed manner by the Clerk, a minimum of three clear days notice is given of meetings and agendas and minutes posted on parish council website. Minutes are approved and signed at the next Council meeting.	Existing procedures adequate.
	Conduct of meetings	L		Meetings format and conduct prescribed by Standing Orders and Code of Conduct and legislation	Members adhere to Code of Conduct

Members interests	Conflict of interests Register of members interests	L M	Declarations of interest by members at Council meetings. Register of member's interests forms reviewed regularly.	Existing procedures adequate. Members to receive training if required on Declaring interests and application of the Code of Conduct
Decision Making	Decisions made without adequate background knowledge/expertise	M	All decisions made during public meetings for which appropriate notice has been given. Supporting papers provided with background information when agenda is published. Outside advice sought where appropriate and costs included in budget for project/proposal.	Existing procedures adequate
Insurance	Meets needs and competitive	L	An annual review is undertaken of all insurance arrangements and regular remarketing of portfolio on the advice of brokers. Annual meeting with brokers to confirm requirements prior to renewal and policy details confirmed at renewal by councillors.	Existing procedure adequate.
Data protection	General Data Protection Regulations	M	The Parish Council is registered with the Information Commissioners Office with annual renewal of registration	Existing procedures and documentation to be reviewed. Annual GDPR audit to be carried out and results reviewed. Training of Clerk and Councillors required.

Freedom of Information	Policy Provision	L	The Council has a Model Publication scheme in place. Requests under the Freedom of Information Act can result in substantial work and include potential submission of private equipment of Councillors.	Monitor any requests made under Freedom of Information Procedures to be reviewed
Health & Safety	Policy Provision	M	Risk assessments to be undertaken for all activities and regularly reviewed and updated as circumstances change. Risk assessments to be retained by the Clerk All employees and volunteers to be provided with adequate direction and safety equipment to carry out the intended tasks Meeting venue to be assessed for risks to staff, parish councillors and members of the public in attendance	Existing procedures to be reviewed
PHYSICAL EQUIPMENT OR AREAS				
Assets	Loss or damage Risk/damage to third party (ies) property	L	An annual review of assets is undertaken for insurance & AGAR provision Annual review of security arrangements for tools and equipment and confirmed with insurance brokers. Review of level of insurance cover and sums insured	Existing procedures adequate
Notice Boards	Risk of damage	L	The Parish Council currently has two notice boards. No formal inspection procedures are in place but any reports of damage are faults are reported to the Parish Council and dealt with in	Existing procedures adequate

			accordance of the correct procedures of the Council. Both notice boards are in a poor state of repair and to be replaced.	
Meeting locations	Adequacy Health & Safety	M	The Parish Council meetings are held in the Village Hall which is currently deemed adequate for such purposes. Meetings previously held remotely in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.	Existing procedures adequate Need to conduct risk assessment for face-to-face meetings to include Coronavirus risks and need for social distancing
Council records – paper	Loss through: Theft Fire damage	L L	The Parish Council laptop stored at the home of the Clerk. Paper records include historical correspondences, minutes, and bank records. Records to be moved to Records office periodically All current files are stored electronically via the cloud	Current procedures deemed adequate
Council records – electronic	Loss through: Theft, fire damage or corruption of computer	L	The Parish Council electronic records are stored on the cloud and backed up monthly to external hard drive.	Existing procedures considered adequate

Date adopted: 20th May 2021 Minute reference 036.7/2021